

Job Description

Post: Teaching Assistant (SEND)

Responsible to: SENDCo/SLT

Core Purpose

To work in partnership with class teachers to **assist pupils' with significant needs and/or Education and Health Care Plans**, and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

Working with individuals or small groups of children under the direction of teaching staff. Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.

Responsibilities

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of IT in the classroom and develop pupils' competence and independence in its use
- To attend to pupils' personal needs including help with social, welfare, care and health matters, as well as intimate care
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation of IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities

- To assist with escorting pupils on educational visits
- To assist pupils during activities e.g. swimming, PE
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health, safety and wellbeing in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Additional Requirements

- REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
- The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
- The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description

Person Specification

	Essential	Desirable
Fulfil the requirements of an enhanced DBS disclosure	*	
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Hold a recognised and relevant NVQ Level 2 qualification	*	
Have very good Numeracy & Literacy skills (at least GCSE grade C or above, OR equivalent)	*	
Hold a First Aid qualification		*
Have previous experience of working in a school		*
Have previous experience working with children who have special educational needs		*
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Ability to utilise ICT to support learning	*	
Be calm, patient and have good listening skills	*	
Motivated to work with children with special educational needs and to inspire confidence in them	*	
Able to form and maintain appropriate relationships and personal boundaries with children	*	
Demonstrate emotional resilience in working with challenging behaviours	*	
Able to co-operate with other staff and have good communication skills, relating well to parents and other adults	*	
Have a sympathetic understanding of the emotional, social and intellectual needs of children with special educational needs	*	

Able to take direction and prepared to work independently and show initiative and ready to adapt when required	*	
Be reliable, trustworthy, discreet and able to maintain confidentiality	*	
Have a good sense of humour and good interpersonal skills	*	
Be committed to own professional development and undertaking training and short in-service courses when required	*	